**Journey to Justice safeguarding policy for children and vulnerable adults**

**1 Policy statement**

Journey to Justice believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard all children, young people and vulnerable adults and promote their welfare by a commitment to practice which protects them.

**We recognise that:**

• The welfare of the child/young person/vulnerable adult is paramount.

• All children (and vulnerable adults), regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

(***see Appendix 1)***

• Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people’s and vulnerable adults’ welfare.

**The purpose of the policy:**

• To provide protection for the children, young people and vulnerable adults who are involved in Journey to Justice activities.

• To provide volunteers with guidance on procedures they should adopt in the event they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all staff, members of the trustee board, all volunteers and studentsor anyone working on behalf of Journey to Justice.

**We will seek to safeguard children, young people and vulnerable adults by:**

• Valuing them, listening to and respecting them

• Adopting child protection (CP) guidelines through procedures and a code of conduct for volunteers

\* Recruiting volunteers safely, ensuring all necessary checks (including DBS (Disclosure and Barring Service) checks) are made. All volunteers will be interviewed by a minimum of 2 people from the following: the Director of Journey to Justice, a member of the trustee board or anyone delegated to represent Journey to Justice. Original documents will be presented, photographed and signed/dated as seen and copies given to the Journey to JusticeSecretary. References will be obtained and retained by JtoJ Secretary.

• Sharing information about child protection and good practice with the trustee board and volunteers

• Sharing information about concerns with agencies who need to know, and involving parents, vulnerable adults and children appropriately

• Providing effective management of volunteers through supervision, support and training.

**2. Procedures for referral**

2.1 All action is taken in line with the following legislation/guidance:

• *Safeguarding Children and Safer Recruitment in Education (2007)*

• *Working Together to Safeguard Children* 2010, *revised 2013.*

*•* *What to do if you’re worried a child is being abused* 2006.

*\*Care Act 2014*

2.2 Any member of thestaff, trustee board or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the designated person responsible for child protection in your local JtoJ team as well as the designated person on the Journey to Justice trustee board: ***Parul Motin\****. In the absence of any of the above, the matter should be brought to the attention of any JtoJ trustee.

2.3 The designated person will inform the local authority Children Services Referral Team by telephone.

2.4 Confidentiality must be maintained and information relating to individual children and young people/families shared with the trustee board on a strictly need to know basis.

**3 Alleged abuse by volunteers or members of the trustee board**

3.1 When an allegation is made against a member of the trustee board or a volunteer, then the allegation must be passed to the designated person for child protection, **Parul Motin** or the deputy designated person, ***Martin Spafford*** who can be another first point of call and will always consult Parul.

3.2 The designated person for child protection should contact one of the Local Authority designated officers for consultation.

 The designated person will record a note of the consultation and will advise on the appropriate action that needs to be taken.

3.3If the allegation concerns both the designated and deputy designated person, the allegation should be reported directly to the Local Authority Children’s Services Designated Officer.

3.4 It will be the responsibility of the co-ordinator of the Journey to Justice exhibition programme as it tours to ensure the above policy and procedures are followed and that a member of their local team with the appropriate training/experience (and approved by JtoJ trustees) is the designated person for child protection and/or they have details of the Local Authority designated child protection officer. If there is no-one trained in Child Protection, the local group needs a named person for first contact who will consult Parul Motin and the Local Authority designated CP person.

**4 Record keeping**

4.1 Any volunteer or member of the staff or /trustee board receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

4.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

4.3 Written records of concerns about children and vulnerable adults should be kept, even where there is no need to make a referral immediately.

4.4 All records relating to child protection concerns will be kept in a secure place and will remain confidential.

**5Parental involvement**

5.1 Parents/carers will be given information about the Journey to Justice child protection procedures.

5.2 Journey to Justice is committed to helping parents/carers understand its responsibility for the welfare of all children, young people and vulnerable adults.

5.3 Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the child/young person/vulnerable adults at increased risk of significant harm.

**6 Training**

6.1 The designated person and deputy will receive training every 3 years in child protection.

6.2 All volunteers and members of the trustee board will have access to induction training.

**7 The role of the trustee board**

The designated person for child protection will provide an annual report for the trustee board on changes to child protection policy or procedures; training undertaken by the designated person, volunteers and members of the trustee board.

**8 Review**

We are committed to reviewing our policy and good practice annually.

This policy will be reviewed on an annual basis and up-dated where appropriate.

\*Parul Motin: safeguarding@journeytojustice.org.uk T:07711199198 (Carrie Supple, JtoJ director)

**AGREED: 15/07/17**

**Appendix 1**

*Recognition of Abuse or Neglect*

Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or more rarely by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may include non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Appendix 2**

**Journey to Justice expects all staff, trustee board members and volunteers to:**

• Treat all children, young people and vulnerable adults with respect

• Provide an example of good conduct for others to follow

• Ensure that, whenever possible, there is more than one adult present during activities with children, young people and vulnerable adults or at least that you are within sight or hearing of others

• Respect a young person’s right to personal privacy

• Encourage young people and adults to be comfortable and caring enough to point out attitudes or behaviour they do not like

• Remember that someone else might misinterpret actions, no matter how well-intentioned

• Recognise that special caution is required when discussing sensitive issues with children or young people

• Operate within Journey to Justice principles and guidance and any specific procedures

• Challenge unacceptable behaviour and report all allegations/suspicions of abuse

**Volunteers must not:**

• Have inappropriate physical or verbal contact with children, young people or vulnerable adults

• Allow themselves to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children, young people or vulnerable adults

• Jump to conclusions about others without checking facts

• Either exaggerate or trivialise child abuse issues

• Show favouritism to any individual

• Rely on the good name of the organization for protection

• Believe “it could never happen to me”

• Take a chance when common sense, policy or practice suggests another more prudent approach

Guidance and support should be given to inexperienced volunteers.